

Willapa Harbor Hospital
Minutes of the Governing Board
Cedar Room
April 25, 2023

Board Members Present in Person: Jeffrey Nevitt, Gary Schwiesow, Steve Holland and Toni Williams

Others Present: Matthew Kempton, CEO, Kimberly Polanco, CFO, Chelsea MacIntyre, CNO and Paula Lorenz, taking minutes. Eric Volk, Interim CFO, via GoToMeeting.

Board Members Absent: Kathy Spoor, Board Chair

Others Absent: Renee Clements, COO

Guests:

I. Call to Order:

The meeting was called to order at 5:30pm by Jeffrey Nevitt, Board Vice-Chair

Gary Schwiesow made a motion to approve the March 28, 2023, Regular meeting minutes as written. Steve Holland 2nd, motion carried.

Agenda: Resolution 2023-3 Check Signers.

Executive Session: None

Audience: None

II. Consent Agenda

Steve Holland made a motion to approve the consent agenda. Toni Williams 2nd, motion carried.

Vouchers/Warrants:	March	\$1,385,212.99
Payroll/Payable:	March	\$ 861,738.41
Write-offs: Bad Debt	March	\$ 47,101.53

III. Reports and Presentations:

Administration – Matthew Kempton, CEO

- Pharmacy Clean Room - There was a slight change of plans regarding installation of a vent due to a code change. The new Facilities Director found a new location to put the vent that will make the cost much less expensive and quicker to complete.
- Melissa Stringer, ARNP started in the clinic and it is going well.
- The next series of employee forums are scheduled for 5/31 – 6/5.
- The next Learning Development training for leaders will take place on May 24th.
- A Standards of Behavior Committee and a Recognition Committee will be started soon.

Financial – Eric Volk, Interim CFO, March 2023 Financial Statements

- Eric gave a financial presentation to the Board, as it is only the new CFO's second day at the hospital.
- See Financials attached.

Patient Quality of Care – Chelsea MacIntyre, CNO

- Win – Physician and Nursing compliance and efficiency throughout the system. With new EHR we have seen great improvement. There are still areas to work on. (Dashboard handed out)
- Recognition – Ed Micas, new Facilities Director. He is a welcome addition to our facility, collaborative, engaged, detail oriented.
- RT outage with Dr Hing out for surgery and Dr Hill will be covering, thank you Dr. Hill.
- Nurse Call system will be installed soon.
- Infusion services have increased since EPIC go-live.
- Cardiac Rehab – Starting 2 new patients this month and 2 next month.
- Surgery – Emily has put two PIC lines in patients for us recently.
- EE Health – New COVID policy was handed out and explained.
- Projects - Nurses Week planning, updating nursing orientation manual, IV therapy.
- Service – Making sure all best practices are still hard-wired post-EPIC.

Operations – Renee Clements, COO

- This report was handed out as Renee was unable to attend the meeting.
- Alder House/W.I.S.H. –
 - Pending—JPCHA/HOSWWA have been awarded FULL FUNDS for the Purchase of the Alder House. Pending PSA; HOSWWA asked for patience/time.
- Rural Health Clinic -Willapa Medical Clinic
 - New ARNP onboarded- Missy Stringer; Shift Tuesday-Friday 4-10s.
 - We now have 6 providers employed at the clinic, and it is open 7 days a week. Our Friday, Saturday and Sunday needs are being met, and a great community service investment.
 - Post Epic Implementation 1 full month. Providers are doing well with the New Notes Signing feature, we are following notes completion compliance for the impact on patient and revenue, and Orders are being signed more consistently by Protocol orders placed by Nurse staff. Many new efficiencies are in progress.
 - RN Clinical Supervisor/Care Coordinator activities in action! Coordination with the WHH Case Management group for patient care coordination, State Vaccine Management lead, protocol order development for nurse staff, and patient provider communication for follow up, results, refills she is completing daily. Proving to be valuable already and a great asset to Mary, the clinic manager, and the clinical team members.
- Radiology/Lab
 - Radiology: MRI volumes improved in March, new MRI interruption April- Alliance has lost its employed technician and agency technician placement time ceased. Interim contract signed for an agency technician for 3 days a week. Pending- silver lining we will scan 3 days a week when we get the technician placement.

- Lab: Continued Epic ad hoc feature builds. Continued Recruitment/Retention needs for MT/MLTs.
- Quality/Risk
 - Continued Health System Process Improvement for Quality is all EPIC related.
 - New Leadership Goal is to increase MyChart Utilization. Patient Provider engagement increases Patient Safety. Immediate access to results of lab and radiology tests, After Visit Summaries of DC instructions, appointments and messaging the provider creates improved outcomes and communication.
 - CPOE-Computer Physician Order Entry- Increases patient safety by eliminating Medication errors, illegibility errors removing hand-written orders, verbal order and telephone orders.
 - Monthly meetings with MultiCare Epic's Success team to continue to monitor our "Tickets/Incidents," timeliness of completion, future needs with the software and continued operational communications.
- Handout with CGCAHPS for dates October 2022- March 2023.

IV. New Business

- Recap of Special Planning Meeting
 - An ad with a request for qualification (RFQ) for Engineering and Architectural on a new replacement hospital was posted and published in the Daily Journey of Commerce on April 21st and will be published in the Chinook Observer on April 26th. Matt Kempton reviewed the timeline for different aspects of the project. The Board will appoint a sub-committee of Board members at a future meeting to be included with hospital leaders to form a Willapa Harbor Hospital Building Committee. Matt and Dr. Holland will be attending a facilities planning educational presentation next month in Moses Lake.
- Resolution 2023-3 Check Signers
 - The resolution is to remove our CNO as third signer and add our new CFO, Kimberly Polanco.

Toni Williams made a motion to approve Resolution 2023-3 as written. Gary Schwiesow 2nd, motion carried.

V. Continued Business

- Capital Requests - None

VI. Appointments/Reappointments

- **Appointments** – None
- **Reappointments** -
 - **Providence Telestroke** – The following providers are requesting reappointment and would receive 3-year reappointments: Benjamin E. Atkinson MD, Bruce R. Geryk, MD, Mohammad IH Hirzallah, MD, Yi Mao, MD, Nicholas K. Okon, DO, Andrew D. Rontal, MD, Sheila D. Smith, MD & John F. Zurasky, MD.
 - **RehabVisions** – The following provider is requesting a three-year

reappointment: Elena G. Gutierrez, SLP.

- **VRAD** – The following providers are requesting reappointment and would receive 3-year reappointments: Timothy J. Nehar, MD & Donald T. Nicell, MD.
- **WHH** – The following providers are requesting reappointment and would receive 3-year reappointments: Mekenzie SJ Kmack, CRNA & Charles R. Teames, CRNA.

The Medical Executive Committee has recommended reappointments and privileges for the providers above. Education, experience and claims history were reviewed by the Board.

Toni Williams made a motion to approve the Reappointments above as recommended by the Medical Executive Committee. Steve Holland 2nd, motion carried.

VII. Adjournment: With no other business the meeting was adjourned at 6:38 pm.

Submitted:

Toni Williams, Secretary to the Board